



Eastern Kentucky University: Suggested Employee Separation Checklist

The Employee Separation process will help ensure that all business is complete at the end of an employee's assignment at Eastern Kentucky University. The separation process must be initiated by a department designee upon notice that an employee is leaving the University through voluntary or involuntary separation.

Employee Name _____ EKU ID _____

Department _____ Position Title _____

Separation Date _____

Departmental

- Separation packet submitted (separation notice, PAF, resignation letter) * *items should be turned in to HR as soon as the end date is known.*
- University/Departmental assets collected (keys, phones, equipment, files, etc)
- ProCard collected and cardholder account terminated with Purchasing Department
- Final travel voucher & reimbursements completed and submitted to Accounting
- Final timesheet/web time entry completed and submitted to Payroll
- Colonel 1 Card (EKU ID) collected and shredded
- Parking permit collected and submitted to Parking Services
- Other:

It is the employee's responsibility to ensure all fines are taken care of and EKU assets are returned (see items below).

Financial Affairs Information

- Account balance paid (course fees, parking fines, etc)
- Other:

Library Information

- Library materials returned & outstanding fines paid

Information Technology

- IT accounts terminated/updated (automatic upon separation)
- Computer equipment collected (faculty lap top, etc)

Human Resources Use

- Banner termination initiated (automatic upon separation). _____ *HR initials*
- OES user account terminated. _____ *HRIS initials*
- Benefits consultation completed. _____ *HR Benefits initials*
- Staff exit questionnaire. _____ *HR EDA initials*
- Other:

Employee Signature/Date:

Supervisor's Signature/Date: